ATTENTION: BUSINESS OWNERS

Have You Considered Hiring A Part-Time High School Student?

# **CAREER PREPARATION**

# *{Your School}* High School

Who is eligible? Students who are Juniors and Seniors and at least 16 years of age.

How does the Program Work? Students generally attend school in the morning and are released early to go to work. Students attend a \_\_-minute class each day and they receive 3 credits/year for the course.

What do students do while they are in the classroom? Students are taught about work skills including job-specific skills as well as computer skills, job interview techniques, verbal and written communication, entrepreneurship, records management, banking functions, office equipment and safety, and business ethics, human relations, etc.

What kind of jobs can students perform?  *{Your Description}* This is a career preparation course and students perform a variety of business-related jobs, including administrative, computer operators, customer service and many others.

How many hours must students work? Students must work at least 15 hours a week to remain in the program. Students may work more than the required limit.

How much do I pay a co-op student? The pay rate varies with the job skills, but must be at least minimum wage.

Do I grade the student employee? Yes, every grading period you will be given a short evaluation sheet to complete on the student. This evaluation is \_\_\_% of the final average for each 9-week grading period.

How can I find out more? Contact *{Your Name}, {Your School}* High School, *{Your Phone}, {Your E-mail}*

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